

**REQUEST FOR PROPOSALS (RFP)
For
Youth Workforce Experience Programs**

Summer Employment Models:
One Summer Youth Employment Program (SYEP)
One Summer Chicago PLUS (OSC+)
Greencorps Youth Program

**Issued by:
CITY OF CHICAGO
The Department of Family and Support Services
On
February 17, 2015**

All proposals shall be submitted via the Cyber Grants system to:

**Lisa Davis
Assistant Director of Youth Services
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, Illinois 60622**

The application can be accessed at:

http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_gm_id=5130&x_proposal_type_id=37480

**PROPOSALS MUST BE RECEIVED NO LATER THAN
5:00 P.M. CENTRAL TIME ON March 17, 2015**



**Evelyn Diaz
Commissioner**

**Rahm Emanuel
Mayor**

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SECTION I. Invitation

The Department of Family and Support Services (DFSS) is soliciting applications from qualified and interested Respondents who are able to administer one or more of the following summer youth programs:

- Summer Youth Employment Program (SYEP)
- One Summer Chicago PLUS (OSC+)
- Greencorps Chicago Youth Program (GCYP).

All three of these program models focus on providing youth with a meaningful summertime learning and earning experience.

NEW FOR SUMMER 2015

1. **New Centralized Payroll for Youth Wages.** DFSS will be working with a third party payroll manager to provide summer youth payroll services. This means Respondents who choose the option of working with this payroll provider **will not be required to pay youth wages and administer payroll for youth participants**. This will relieve the financial burden placed on Respondents for managing and paying for youth payroll. Respondents will be responsible for tracking and uploading participant work hours and participation but will no longer be responsible for having to calculate withholdings, issue checks and prepare end of the year earnings statements for their summer youth.

2. **Special program for Deferred Action for Childhood Arrival (DACA) recipients through SYEP.** In partnership with Mayor Emanuel's Office of New Americans, the SYEP program is encouraging applications from qualified organizations working with and on behalf of immigrant communities in order to better engage and educate DACA students, their families and communities about Administrative Relief. Using the SYEP summer jobs model, DACA youth will conduct civic outreach and engagement to disseminate information and educate individuals and families in their communities about the application process for administrative relief provided for under President Obama's November 2014 executive actions.

3. **Doubling the OSC+ program.** The OSC+ violence prevention program is doubling in size in 2015! The program will offer 2,000 opportunities for youth at high risk of violence involvement this summer. In order to serve the increased number of youth through this specialized, intensive program, **DFSS is seeking to double the number of providers** trained to deliver this proven violence prevention program.

4. **Upgrades to the OSC+ program.** A new 30-hour civic leadership curriculum for OSC+ is being developed by the Civic Leadership Foundation (CLF) and will be used to develop 21st century skills and employment skills in OSC+ youth participants. Additionally, OSC+ will be piloting new protocols to link youth who successfully complete the program to year-round educational and/or employment pathways through Chicago Public Schools, City Colleges of Chicago, and the Chicago Cook Workforce Partnership. Finally, if funding permits, OSC+ agencies may receive additional resources to provide basic mentorship

support for OSC+ graduates for up to an additional 38 weeks post summer. All OSC+ agencies would be expected to participate in this extension if it is offered.

Respondents may apply for multiple programs or for a single program model. Respondents should submit a separate proposal for each program model. Respondents submitting multiple proposals must demonstrate the capacity to implement all programs applied for through the RFP.

A. Department of Family and Support Services Background

The Chicago Department of Family and Support Services is dedicated to supporting a continuum of coordinated services to enhance the lives of Chicago residents, particularly those most in need, from birth through the senior years. The Department works to promote the independence and well-being of neighborhoods by providing direct assistance and administering resources to a network of community-based organizations, social service providers and institutions.

For further information about these and other opportunities offered through the Department of Family and Support Services, please visit the DFSS website: www.cityofchicago.org/fss

B. DFSS Youth Division

DFSS's Youth Division has three primary focus areas for programming:

- 1) School engagement and achievement
- 2) Reduction in violence that impacts youth
- 3) Workforce development.

DFSS's Youth workforce programs are reinforced by the integration of mentoring and/or social emotional learning/cognitive behavioral therapeutic strategies.

This summer, all programs will be continued and expanded to engage more youth.

A brief description of the program models follow:

1. **One Summer Chicago Summer Youth Employment Program (SYEP)** – A youth employment program targeting youth citywide for a paid, six-week work and enrichment experience during the summer months which includes financial literacy, job development workshops, and enrichment programming. The anticipated range of award is from \$60,000 to \$200,000 including youth wages.
2. **One Summer Chicago PLUS (OSC +)** – A specialized employment program targeting youth at risk of violence involvement from pre-identified high schools and youth involved in the juvenile justice system. This program will be part of a randomized controlled trial study conducted by the University of Chicago Crime Lab and the University of Pennsylvania. Up to 2,000 youth will be placed in a paid, seven-week work experience and given additional supports, according to the treatment group to which they are assigned. Supports are designed to help participants overcome barriers, complete the program successfully and develop

transferable career and life skills. Pending funding, the model may also provide ongoing workforce and educational support for program completers for an additional 38 weeks post summer to continue to build knowledge and skills in these areas. The anticipated range of award is from \$100,000 to \$500,000 including youth wages for the summer portion only. Additional funding will be made available should the post-summer program receive funding.

3. **Greencorps Chicago Youth Program (GCYP)** – The Greencorps Youth Program is a collaboration between DFSS and the Chicago Department of Transportation. It is open to youth at risk of not completing high school due to academic concerns and/or truancy in specified schools identified through community and school risk factors. Greencorps is an intensive six-week summer youth learning program designed to provide youth with experience in two primary educational modules focusing on horticulture (careers in landscaping, urban agriculture, tree care, ecological restoration) and bikes (safety, repair, biking opportunities). Pending funding, the model may also provide ongoing experience and educational support for a subset of youth throughout the academic year to continue to build knowledge and skills in these areas. The anticipated award amount is between \$150,000 and \$400,000 including youth wages.

C. Anticipated Term of Contract and Funding Source(s)

These initiatives are administered by the Department of Family and Support Services through funding received from the City of Chicago, charitable foundations, corporations, and potentially other units of government. Consequently, all guidelines and requirements of the City of Chicago and other funders must be met. Successful Respondents will be required to comply with all laws, regulations, policies and procedures imposed by funding sources. Additionally, all successful Respondents must comply with the Single Audit Act if applicable.

The term of contract(s) executed under this RFP will run from **May 1, 2015 – April 30, 2016**. It is anticipated that the majority of the program dollars are to be expended from **June 1 – September 30, 2015**. DFSS may extend the term of an agreement for up to two additional periods, each not to exceed twelve months. This extension option is contingent upon successful performance of the program and services provided, and upon availability of funds.

Should a Respondent's contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of Respondents generated from this RFP to select another qualified Respondent.

D. Reimbursement

New this year, DFSS will offer successful Respondents the option of managing their youth payroll via a City of Chicago contracted third party payroll processor. Participation will be optional. **Respondents who choose to work with this payroll provider will not be required to pay (and later seek City reimbursement for) youth wages or administer payroll for youth participants.** Respondents who choose not to work with the third party

payroll processor will be required to pay youth wages (subject to later City reimbursement) and administer payroll for youth participants.

Funding is subject to the availability and appropriation of funds. Respondents should be aware that payment for all other expenses will continue to be made on a reimbursement basis. Respondents who choose to work with the City of Chicago contracted payroll provider will not be required to fund and administer payroll for youth participants, so they should not include these expenses in their budget. All other Respondents will be required to fund (subject to later City reimbursement) and administer payroll for youth participants, so they should include these costs in their budget.

Respondents should not plan to receive their first reimbursement payment until up to 60 days after the execution of the delegate contract agreement. Respondent must be able to proceed with program operations upon award notification. **No advances will be given.**

E. Eligible Respondents

This is a competitive process open to non-profit, faith-based, private and public entities. Ideal Respondents will be able to demonstrate specific knowledge of and experience in youth development; youth employment; social emotional learning curricula; project-based social emotional learning; youth mentoring; outreach services to youth populations that are not typically engaged in programs; workforce services; and the specific neighborhoods, communities and schools whose youth they propose to serve.

Respondents should have an operating budget of at least twice the amount being requested for this specific program and be able to leverage a ***minimum 15 percent in-kind match*** to be used to support youth development of employability skills and to provide educational and enrichment activities. Administrative costs will be capped at **15 percent** as determined by the total cost of the proposed program including youth wages. DFSS defines administrative costs as any expense that an organization incurs not directly tied to the operation of the proposed program. Respondents who elect not to use the City of Chicago contracted payroll processor must demonstrate that they have the fiscal resources to support payment of youth wages for a minimum of ninety days as payment for wages will be on a reimbursement basis. Respondents are strongly encouraged to develop and submit worksite partnerships with smaller community based organizations as subcontractors as part of their grant submission.

- **Respondents may apply for multiple programs or for a single program model.**
- **Respondents should submit a separate proposal for each program model.**
- **Respondents submitting for multiple proposals must demonstrate the capacity to implement all programs applied for through the RFP.**

Respondents whose existing contracts with DFSS are not in good standing will not be considered for a contract. Agencies not eligible include those that have had a City contract terminated for default, and/or are currently debarred and/or have been issued a final

determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

F. Project Location and Accessibility to People with Disabilities

Respondent must be committed to achieving full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA). Additionally, the Department of Family and Support Services reserves the rights to ensure that all mandated services are available in each geographic region, and provided in a linguistically and culturally appropriate manner.

SECTION II: RFP and Submission Information

A. Proposal Deadline and Submittal Procedures

The due date for submission of proposals is:

March 17, 2015

Respondents are required to submit application via our Cyber Grants system. Cyber Grants can be accessed via a link on the DFSS website where you downloaded this RFP or by going to this address:

http://www.cybergrants.com/pls/cybergrants/ao_login.login?x_qm_id=5130&x_proposal_type_id=37480

B. Pre-Proposal Conference

Pre-Proposal Webinars will be held for the following programs on the following dates:

February 24 th	SYEP & Greencorps	10:00 am to 12:00 noon
February 24 th	Budgets	12:30 to 2:00pm
February 24 th	OSC+	2:30 to 3:00pm

Please register prior to the webinar's start using these links:

SYEP & Greencorps: <https://attendee.gotowebinar.com/register/7989922664982879234>

OSC+: <https://attendee.gotowebinar.com/register/3518639883376014082>

Budgets: <https://attendee.gotowebinar.com/register/1733467306960784642>

A link to the completed Webinar will be available on-line after the time and date listed above for those who cannot attend at the live scheduled time. Please register prior to the Webinar's start.

C. Contact Person Information

Respondents are required to submit all questions and comments related to the RFP in writing via e-mail. For answers to program-related questions please contact:

Lisa Davis: Lisa.Davis@cityofchicago.org

All other questions regarding the administrative aspects of this RFP may be directed to:
Julia Talbot: jtalbot@cityofchicago.org

D. Timeline

Proposal Release Date:	February 17, 2015
Bidders Conference Presented via Webinar:	February 24, 2015
Proposal Due:	March 17, 2015
Award Notification Date:	March 30, 2015
Anticipated Contract Start Date:	May 1, 2015

Section III. Scopes of Service

Gaining 21st century skills and work experience is critical to building futures for youth ages 15-24. DFSS's summer youth employment programs are designed to ensure that Chicago's youth have access to meaningful, high-quality workforce and learning experiences and support services.

A. Common Program Elements

The following program elements are common to ALL three programs described in this RFP unless otherwise indicated. Information specific to individual programs follows this section.

1. Mentoring/Coaching

The successful Respondent's staff must include individuals who will serve as mentors (the term used in the OSC+ and Greencorps programs) or as coaches (the term used in SYEP program). The Respondent must recruit, screen, hire, train, supervise, and maintain a staff of responsible, mature, and capable individuals to provide individual and group support, encouragement, guidance, advice, instruction, and mentorship or coaching to youth participants and their families.

Each youth participant will be assigned a mentor or coach. These adults play a dual role, establishing a meaningful relationship with youth while reinforcing the development of skills and knowledge that youth gain through participation in the program. Other duties include ensuring that the student arrives to the work site each day and that the participant has a successful experience. To allow for adequate supervision and individual attention, the student to mentor/coach ratio will be:

SYEP = 20:1 (20 youth to one coach)
OSC+ = 20:2 (cohort of 20 youth to two mentors)
Greencorps = 15:1 (15 youth to one mentor)

Mentors or coaches will provide appropriate guidance to ensure successful program participation, and provide assistance to both the youth and the worksite if questions and conflicts arise. Although all summer youth programs have a mentoring component, the SYEP program's coaches have a slightly different job description, rate of pay and minimum age. These differences are outlined in the table below. Additionally, SYEP coaches can be

employed to perform jobs and duties that are more administrative than supervisory in nature. This can be done at the discretion of the Respondent.

OSC+ and Greencorps	SYEP
<ul style="list-style-type: none"> • Mentors must be at least 24 years old. 	<ul style="list-style-type: none"> • Coaches may be 20-24 years old.
<ul style="list-style-type: none"> • Mentors are employees of the Respondent and apply via an application process determined by the Respondent. Mentors cannot be paid via the third party contractor. 	<ul style="list-style-type: none"> • Coaches may apply through the One Summer Chicago application portal. As youth employee/participants they are eligible to be paid by the third party payroll manager.
<ul style="list-style-type: none"> • Mentors are paid at least the City of Chicago minimum wage and not to exceed \$20/hour. 	<ul style="list-style-type: none"> • Coaches receive the State of Illinois minimum wage (\$8.25 per hour) for twenty hours per week for six weeks of employment.
<ul style="list-style-type: none"> • Agencies are responsible for costs associated with background checks. 	<ul style="list-style-type: none"> • Background checks will be paid for by DFSS
<ul style="list-style-type: none"> • Mentors are required to participate in DFSS-sponsored curriculum training, peer support sessions, and support the goals and requirements of the university-based program evaluations. 	<ul style="list-style-type: none"> • Coaches are trained by the agency.

Additionally, all mentors and coaches must be:

- Fluent in the same language as the youth and families that they serve.
- To the fullest extent practicable, a resident of the same community as the youth that he or she serves.

No Mentor, Coach, Program Administrator, or other Respondent staff member may have any direct contact with any student until that person has undergone, and satisfied the requirements of the Illinois State Police background check.

2. Financial Literacy

All summer programs will be required to teach a financial literacy curriculum weekly. Financial literacy refers to the set of skills and knowledge that allows an individual to make informed and effective decisions with all of their financial resources. The curriculum will include topics that cover banking, credit scores, insurance, credit cards, student loans, mortgages, taxes, stocks, savings, 401(k)/retirement savings, and other

critical money management concepts. Upon completion of the course, youth will receive a certification of completion. The curriculum that will be used, training on the curriculum, and reporting on youth participation will be provided by the Department of Family and Support Services' Youth Division. For youth who have already completed the financial literacy curriculum, DFSS will provide supplemental online curricula (e.g., entrepreneurship or Science, Technology, Engineering and Mathematics (STEM) programming) for youth to complete. Respondents will facilitate youth completion of the financial education curriculum (e.g., access to computers, staff available to help address questions, link the curriculum to the work readiness training being provided, and reinforce the expectation that youth complete the curriculum).

3. Payroll System

Respondents who wish to pay and administer youth wages and seek city reimbursement must have the capacity to operate a payroll and timekeeping system that assures that all youth are paid on time according to an established schedule. The payroll system can be operated directly by the funded Respondent or via a fiscal agent named at the time of application. The fiscal agent may include payroll processing companies. **Only** Respondents providing their own payroll should include youth wages as part of their budget.

Alternatively, new this year, Respondents may opt to utilize a third party payroll processor contracted with the City of Chicago for handling youth wages during the summer. This service will be offered as an option for successful Respondents in order to alleviate the burden of having to pay for and manage youth payroll and having to wait for reimbursement, to ensure that youth participants are paid accurately and on time.

Respondents will need to indicate in their application whether or not they wish to use this option. Successful Respondents will not be permitted to switch into or out of this payroll option mid-program.

During the application process, Respondents will indicate their interest and capacity to either opt into the centralized payroll system or not. As per the application and evaluation criteria, those Respondents who wish to provide payroll on their own will need to demonstrate the ability to support payment of youth wages for a minimum of ninety days as payment for wages will be on a reimbursement basis via a line or credit, demonstration of an operating surplus and/or other proof as well as demonstrating proof of prior success operating a payroll of a similar size and scope.

All programs will operate on a reimbursement basis. Therefore it is important that all applicants have adequate and available resources to meet program and payroll (for either just staff (for those opting for the third party youth payroll provider) or staff *and* youth (for those not opting for the third party youth payroll provider) expenditures on a weekly basis.

In addition to managing payroll responsibilities, all Respondents must maintain general liability insurance and Workman's Compensation coverage for all youth employed through the program. At the end of the calendar year, the payroll administrator must send tax forms

directly to program participants and respond to inquiries or issues during the program period.

Payroll services for the programs are scheduled to commence **June 22, 2015** and continue through **August 28, 2015** on a bi-weekly basis and will continue as such for any additional funded programmatic extensions. All Successful Respondents will be required to enter hours worked for student employees and approve hours worked by one or more of the following methods:

- a website (or other Internet based system);
- a mobile application; or
- an interactive voice response (IVR), or other automated, telephone based system.

Additionally, there will be standard reports that the successful Respondent will be able to review from the payroll contractor.

Successful Respondents who opt into the third party payroll processor option will be responsible for entering the work hours for the youth employees (*which includes youth employed as SYEP coaches but not persons employed as mentors who will be paid directly by their OSC+ or GreenCorps employer*) into the payroll contractor's payroll system and approving those hours. There will be a schedule of dates that the funded Respondent will need to adhere to for entering and approving the student payroll information in order to meet the payday deadlines. After the successful Respondents have approved the hours worked for the student employees for each pay period, the City of Chicago will fund the payroll via the third-party payroll contractor. The Contractor will be responsible for delivering all paper checks to the successful Respondent site locations by Friday at 10am the morning of payday. As part of this service, the Contractor will also provide end of year tax reporting and mailing services for each funded Respondent.

Delegate Agencies that decide to use the third-party payroll option will not be responsible for funding payrolls to pay the youth participant wages.

It is important to note that the student employees are employees of the respective successful Respondent not the City of Chicago or the payroll processor. Therefore, the Respondent will assume all employment responsibilities and liabilities for the youth.

For those Respondents who wish to manage their own payroll functions, there will be a schedule of dates that the successful Respondent will need to adhere to for entering and approving the student payroll information in order to meet the payday deadlines. Only upon the successful Respondent's obtaining this second approval, should the student employee be paid. The successful Respondent will be responsible for either issuing a paper check to student employees or providing direct deposit payments (ACH) under each funded Respondent's name as the employer.

4. Monitoring Youth Performance

In addition to the submission of weekly reports through DFSS's reporting system, the provider must login and create and maintain a weekly report tracking youth progress. Successful Respondents are encouraged to enter attendance daily for youth. Any program that does not have their attendance data entered weekly will not be able to voucher their expenses until attendance has been entered and matches the weekly payroll submission.

Successful Respondents will be responsible for detailed written summaries of (a) each meeting between the Participant and the Mentor or other member of the Provider's staff, including the day, time, and location of each meeting and (b) the progress the student is making toward his/her identified goals. This information will be recorded in a youth's individual case file. Mentors will be responsible for tracking youth attendance in the program and entering that information into the DFSS data tracking system.

5. Common Assessment Tools and Curricula

Successful Respondents will be responsible for the completion of an employability assessment tool by all employers for each of the participants. DFSS will train Respondents on how to administer, score, and report outcomes on the tool. This assessment tool should be administered at a time interval established for each program.

Additionally, DFSS will provide Respondents with post-program surveys for distribution to youth. Respondents will be responsible for distributing surveys to and collecting from youth and making them available to DFSS.

Mentors and coaches will collaborate to complete the Human Achievement Quotient (HAQ) for each youth and to provide youth with feedback on their skill development during the course of the summer. This formative assessment tool provides opportunities for adults to work with youth to intentionally build a set of skills to support their personal and professional development based on the youth's self-identified areas of need and to capitalize on areas of strength.

6. Data Collection, Reporting and Record Keeping

Successful Respondents will be expected to maintain complete and accurate records on program participants. Individual case files shall be kept for each program participant and will include, but is not limited to, documentation of: program eligibility, completion of assessments, case notes, evidence of outcomes attained, referrals made and documentation of support services provided by the Respondent (e.g. clothing, transportation, etc.) to ensure retention in the program.

In addition, successful Respondents will maintain comprehensive information on worksite placements that includes, but is not limited to, work site agreements, documentation of participant hours spent at the work site, Department of Labor job codes for youth job placements.

Respondents will be required to track time and attendance into the participant tracking system. Participants will be paid only for the time that can be verified through timesheets and attendance records.

Awarded Respondents also will complete a DFSS close out reporting form. The close out report will summarize the contractor/service provider's activities, accomplishments and youth experiences including, but not limited to, number of youth served, aggregate hours worked, the sites at which work was performed and type of work completed at each site, individual youth information (total hours worked, completion status, and reason for not completing) evaluations by participants of their experience and evaluations by mentors and worksite supervisors of the youth.

Successful Respondents will be expected to maintain complete fiscal and accounting records and report financial information to DFSS on the forms designated and at the intervals specified by the Department. These reports must be submitted by the deadlines established by DFSS. Failure to comply with these reporting requirements may be cause for termination of the contract, or for the delay or withholding of payment.

All successful Respondents will be required to use DFSS's City Span web-based software to manage youth employment, track the number of youth to receive services, the projected number of worksite placements or measurable career advancements, and provide feedback to youth and employers on skills related to success in the workplace.

7. Youth Are Prepared For Employment and Are Placed in a Meaningful Workforce Experience

Respondents will work with private companies, community-based agencies, not-for-profits, local businesses, faith-based organizations, etc. to identify work experiences. Responsibilities will include identifying work sites and number of available placements, verifying and approving work experience activities submitted by worksites, hosting worksite liaison orientations and training, and providing on-going program monitoring at such worksites. DFSS will provide guidance on how to apply to be a designated worksite, and work with awarded Respondents. Respondents will also be responsible for developing selection criteria and matching youth to appropriate workplace experiences.

The programs' paid work experiences must provide quality learning environments that facilitate youth development. Specifically, paid work experience should aid youth in exploring career interests and aptitudes, building vocational knowledge, developing team and leadership skills, and practicing creative thinking and problem-solving. As such, positions should engage youth in a field that interests them and provides them with substantive tasks.

Developed jobs should provide age-appropriate work for youth and provide meaningful, work-based learning opportunities that will provide insight into career fields and broaden the career horizons of youth hires. Jobs should also offer youth opportunities to interact with industry professionals and clients and be appropriately and well supervised.

8. Worksite/Employer Criteria

Hiring program youth should not negatively impact current employees or impair existing contracts for services or collective bargaining agreements. Youth employers will not hire youth that would replace the work of employees who have experienced layoffs, nor shall employers terminate regular employees with the intention of replacing them with youth subsidized through the programs.

Employers are required to adhere to current workplace and safety guidelines and applicable federal/state wage, labor and worker's compensation laws as outlined in DFSS guidelines and Illinois Child Labor Law (see Appendix A).

Employers should be capable of and willing to adhere to program guidelines and communicate regularly with the Respondent/mentor to resolve disputes between their youth hires or other issues that arise during the duration of job opportunity and/or other accommodations as requested by the Respondent/mentor. These instances should be documented.

Employers should also be capable of tracking time worked by their youth hires and will coordinate with the Respondent for the timely collection of timesheets and regular periodic distribution of payroll checks regardless of whether they manage payroll themselves or work with the City's third party payroll manager.

Employers should provide adequate supervision of, materials, and orientations for their youth hires. This includes providing alternate supervisors in the event of primary supervisor absence. They should work collaboratively with the Respondent regarding attendance and tardiness policies. Worksites will need to provide reasonable accommodation for youth with disabilities as necessary.

9. Participant Program Eligibility

Programs will be responsible for verifying program eligibility for all youth participants. These programs are open to youth who are Chicago residents between the ages of 15 and 24 who meet the program-specific eligibility criteria and have obtained parental/guardian consent if under the age of 18.

Program	Ages Served
SYEP	15- 24 (20-24 serve as coaches)
OSC+	16-19
Green Corp	15-19

All youth enrolled must have:

- Proof of Chicago residency,
- A valid social security card or ITIN;
- A valid Chicago Public School or State of Illinois ID card or driver's license,
- Completed an application; and
- A signed consent form on file if under the age of 18.

- If 15 years old, a valid work permit (Green Corps participants only).

Only youth who meet all of the above criteria will be eligible for consideration.

10. Youth Compensation

For all programs, Illinois minimum wage must be complied with. Wages are contingent on youth participation in the entire proposed programming and should be pro-rated based on attendance. Youth must participate in both paid and unpaid components of any program in order to remain enrolled.

In the SYEP model, youth participate in a 20-hour per week program that combines paid work experience and unpaid training and enrichment experiences. Youth receive the Illinois minimum wage for the work experience portion of the program, which consists of 12 hours per week at \$8.25 per hour. In addition, Respondents are to implement a minimum of 8 hours per week of job training, enrichment programming, and participation in the financial literacy curriculum for youth outside of the work experience. Respondents should provide a detailed proposal for the 8 hours per week enrichment programming when responding to the RFP.

As part of the OSC+ model, youth participate in a paid 25-hour per week program. Participants work for a total of 20 hours and attend an additional five hours of training per week. Youth will be paid at least the Illinois minimum wage for up to 25 hours per week.

In the Greencorps model, youth participate in a 20-hour per week program. Youth will be paid for 12 hours experiential on-site learning and participate in an additional eight hours of instruction per week for the six-week program. For youth identified for continued participation in the extension program, contingent on funding, youth will be paid at least the Illinois minimum wage for 10 hours per week of project-based work experience in green industry areas during the academic year (45 weeks).

YOUTH PROGRAMS

B. Summer Youth Employment Program (SYEP)

The following program elements apply to the Summer Youth Employment Program (SYEP). The Department of Family and Support Services' Summer Youth Employment Program connects Chicago's youth workforce, ages 16 – 24, with job skills and workplace experiences in community-based organizations, city agencies and private sector businesses. All Respondents should be able to develop and deliver life enrichment and recreational opportunities, and manage a summer work experience program. Respondents will be responsible for hiring, training, and matching mentors with youth enrolled in the program. Successful Respondents may be asked to place and/or manage some or all of their assigned youth in special project or worksites in partnership with City of Chicago infrastructure departments, like DSS and CDOT. Ideally, Respondents will be required to serve a minimum of 100 youth per agency. Respondents should include their requested number of youth in the application.

New this year, in partnership with Mayor Emanuel's Office of New Americans, the SYEP program is encouraging applications from qualified organizations working with, in and on behalf of immigrant communities in order to better engage and educate immigrant and DACA students, their families and communities about Administrative Relief. Using the SYEP summer jobs model, youth will conduct civic outreach and engagement to disseminate information and educate individuals and families in their communities about the application process for administrative relief provided for under President Obama's November 2014 executive actions. Respondents should indicate on their application whether they wish to deliver this program model.

The Summer Youth Employment Program will develop and coordinate workplace and enrichment experiences for its enrolled youth for 20 hours per week for the six-week duration of the program. Recruited worksites will provide youth with a safe, well-defined experience that allows them to gain valuable work readiness skills (e.g., timeliness, conflict resolution, and time management).

Respondents to this RFP will provide the following services outlined in the context of the One Summer Chicago program as described in this RFP:

- Develop appropriate summer jobs for enrolled youth
- Provide job training and enrichment experiences for youth
- Facilitate youth completion of the financial literacy curriculum
- Hire and supervise qualified coaches who will work with youth participants
- Promote and coordinate any additional support services needed to ensure that youth complete the program
- Manage youth participant payroll
- Enter data into DFSS data management system
- Complete youth assessment tools
- Track and report daily attendance and collect timesheets
- Create meaningful enrichment programming to enhance the job placement success

1. Key Program Elements

In addition to program elements described in the Common Program Elements Section 3A, Respondents interested in the SYEP program will be held responsible for the following:

a. Youth Application Selection Process

Respondents will be required to identify a maximum of four regions to serve in their proposals and will be responsible for service provision to eligible youth applicants in those communities. Geographic areas are based on the Chicago Public Schools networks. There are thirteen Chicago Public Schools networks based on geographic boundaries of the City. Respondents may view the networks at:

http://www.cps.edu/Schools/Find_a_school/Pages/SchoolLocator.aspx. To view the networks: go to the left of the page and click on "overlays" and select "Network" under the heading Geographic overlay.

Sixty percent of the total youth to be served under the Respondent's SYEP program will be referred youth who are randomly selected for the program by DFSS from the One Summer Chicago common application. The remaining 40 percent of youth may be identified by the Respondent (however, even youth chosen by the Respondent must have submitted an application through the One Summer Chicago online application website.) Respondents will develop and implement an outreach and recruitment plan to identify and enroll their 40% recruited youth for participation in the program. The process created by the Respondent to recruit youth must clearly define criteria for selection, ensure access and opportunities for diverse youth to participate, and be equitable to ensure that interested youth are able to participate. For the 60% referred youth, DFSS will randomly select potential youth participants through the One Summer Chicago application database and provide a contact list of youth to Respondents. Respondents will then be responsible for contacting youth to verify eligibility and enroll in the Summer Youth Employment Program. Referred youth participants will be paired to the closest Respondent by CPS network as indicated by the Respondent in their application.

b. Orientation for Youth

Respondents will provide youth with information on program requirements and expectations through an orientation and in writing to each enrolled participant. Respondents will also provide a one-day work readiness skills training (8 hours) to all participating youth during the first week, or two-day work readiness skills training (4 hours each day) to all participating youth during the first week.

c. Worksite Matching and Monitoring

Workplace experiences for youth should be a maximum of 12 hours per week and last six weeks. All worksites should assign youth a supervisor. Respondents will assist youth in identifying their career interests and match youth to an appropriate work experience based on their goals, interests and worksite job needs.

2. Performance Goals

The outcomes of the summer employment program include:

- 100% of assigned youth complete program orientation during the first week.
- 100% of assigned youth complete at a minimum the financial education modules related to understanding their paycheck and issues related to check cashing within the first two weeks of the program.
- 100% of assigned youth placed by agency in summer work experience within the first week of the program.
- Of the youth placed, 90% will complete the full six weeks of the subsidized work experience.
- 90% of enrolled youth will successfully complete the total planned program of 120 hours.
- 100% of SYEP coaches and worksite managers will complete the Employability Assessment with all youth and provide feedback to youth about their performance at the worksite.
- 100% of the youth will complete the financial literacy component.

C. One Summer Chicago PLUS (OSC+)

In 2012, DFSS created the One Summer Chicago PLUS (OSC+) a specialized summer workforce program for youth at high risk for involvement with violence. The OSC+ model provides enrolled youth with 7 weeks of a 25-hour per week program including summer jobs supported by intensive mentoring and social emotional learning supports in order to increase school engagement and reduce violence. Specifically, OSC+ is designed to provide participating youth with job training, work experience, mentoring, social and emotional skill development, and enhanced financial literacy knowledge and skills.

This summer, OSC+ intends to engage 2,000 youth in paid training and employment. Respondents will provide a 25-hour weekly schedule for youth that includes 20 hours per week of work experience and 5 hours per week of financial education and job preparation (week 1) and a DFSS-provided Civic Leadership curriculum (weeks 2-7). Respondents are expected to provide workforce experience, facilitate financial literacy curriculum, provide mentoring support, and deliver a specially tailored civic leadership curriculum to expose youth to new experiences and increase their level of employability as part of the program.

Respondents must provide the following services to youth for the OSC+ model:

- Coordinated outreach and recruitment of identified youth.
- Facilitate the financial literacy curriculum.
- Schedule and coordinate workshops with financial institutions and deliver a financial literacy training program such as Everfi.
- Develop appropriate summer jobs for enrolled youth.
- Hire qualified mentors at least two weeks prior to the start of the program.
- Train mentors on evidence-based mentoring and the Civic Leadership Foundation curriculum. Training for program managers and mentors will be required and will be offered by DFSS during the two weeks prior to the start of the program.
- Complete all assessments and administer all survey instruments.
- Promote and accommodate credit recovery offered by the Chicago Public Schools.
- Promote and coordinate any additional support services needed to ensure that youth complete the program.
- Enter data into DFSS data management system.
- Track and report daily attendance for each type of activity.

This year, DFSS and OSC+ delegate agencies will work with City of Chicago sister agencies—Chicago Public Schools, City Colleges of Chicago, and the Chicago Cook Workforce Partnership—to connect OSC+ youth to year-round education or employment opportunities offered at those agencies. Successful Respondents will work with DFSS and the Sister Agencies to develop new protocols for referring OSC+ participants to post-summer opportunities and inviting Sister Agencies to make presentations to OSC+ participants during the summer program. Additionally, if funding permits, OSC+ delegate agencies will be funded to provide basic mentoring support to OSC+ graduates during the 38 weeks following the summer program. For this portion of the program, the anticipated

youth/mentor ratio will drop to 20:1. *OSC+ Respondents should not include this potential additional programming in their OSC+ program budgets for this RFP.*

If additional funding for the 38-week extension becomes available, DFSS will determine, based on prior performance, which delegates will be invited to participate in this additional opportunity and notify these delegate agencies how many youth slots they would receive and communicate the deadline to accept or decline the additional opportunity. Should a delegate agency decline the additional opportunity, DFSS reserves the right to allocate remaining slots among other selected respondents.

1. Key Program Elements

In addition to program elements described in the Common Program Elements, Respondents interested in the OSC+ program will be held responsible for the following:

a. Identification and Placement of Youth

OSC+ is a model proven to reduce violent crime arrests among young men and women currently enrolled in high school, but whose attendance or prior arrest histories put them at risk of disconnection from school. As in years past, applicants for the OSC+ program are invited to apply from pre-selected high schools and apply through a special portal of the One Summer Chicago online application accessible only to those high school students. High School students invited to apply from the pre-selected high schools will constitute the majority of OSC+ participants. Other participants will be referred by the Cook County Office of Juvenile Probation which will refer 400-500 male and female youth applicants to OSC+ program based on established screening criteria. Space permitting, DFSS may also allow youth from certain geographic areas to participate in the program. All youth will be required to apply for the OSC+ program via the OSC+ portal of the One Summer Chicago online application.

DFSS staff will provide a list of selected youth participants to the Respondent/Provider. The Respondent may not refuse to include any referred youth participant. All youth must be enrolled by the Provider to whom they have been assigned. The Respondent will locate and engage each referred youth and his or her parents (or guardians). When the Respondent locates a referred youth, the Respondent will provide that youth with a thorough overview of the program prior to enrolling them into OSC+.

After youth have been identified and enrolled, Respondent will ensure that each youth complete an Intake Interview. During the interview, the youth participant's social and behavioral development will be evaluated. Once this process has been completed, youth participants will be assigned to a mentoring group, assigned a mentor and placed in a job.

DFSS will provide the successful respondent the best available contact information for youth within 21 days after the close of the online application period. DFSS staff and the Provider may agree to have additional youth assigned to the Provider.

b. Academic Credit Recovery

While not a mandatory part of the program, OSC+ youth will be strongly encouraged to attend CPS credit recovery classes as appropriate. If youth are not currently enrolled in school, they should be encouraged to access the services of the CPS funded re-engagement centers to identify an appropriate educational setting. This will require the development of youth work experiences that occur only in the afternoon hours in order to support youth engaging in credit recovery activities during the morning hours.

c. Youth are Assigned Mentors

All mentors must comply with all City requirements outlined in the mentoring section of the RFP. Respondents will hire, train and supervise mentors. Mentors are expected to involve themselves in the lives of the youth participants, including each student's school, family and community. Mentors will act as a liaison between each youth and their summer worksite, the youth's school (if applicable), community and the justice system (as necessary).

Respondents will require all mentors to be hired and participate in training on the Civic Leadership Foundation curriculum during the two weeks prior to the program's start in June. Multiple training sessions will be scheduled with Civic Leadership Foundation staff to help achieve this goal. Mentors will be paid for this training.

d. Youth Enrolled in Civic Leadership Foundation

This summer, OSC+ will introduce a formal, 30-hour curriculum to be conducted in groups by all OSC+ mentors. The curriculum is being adapted for use in the OSC+ program by the Civic Leadership Foundation (CLF) and will be delivered 5 hours per week for 6 weeks, starting the second week of the summer. Training on the curriculum and how to deliver it will be provided to mentors during the two weeks prior to the start of the summer program. The training is mandatory for all mentors, strongly recommended for all program managers, and will also include two follow-up peer-group "check-ins" for mentors during the summer program. The CLF curriculum creates a foundation for academic achievement, maintenance of good physical and mental health, parenting, citizenship, and productive employment. The training is broken into six unique components each emphasizing the development of a different but inter-related skill set: personal mindset, planning for success, social awareness, verbal communication, collaboration, and problem solving.

CFL training seeks to help youth achieve the following behavioral improvements:

- Understanding the consequences of behavior,
- Coping effectively with stressors,
- Increased engagement with school and career,
- Increased problem solving and conflict management skills,
- Increased ability to break goals into actionable steps,
- Increased critical listening and thinking skills.

Please refer to Appendix B for greater detail.

Additionally, all youth participants will complete the Human Achievement Quotient (HAQ) assessment. For a sample of the HAQ, please refer to Appendix C. Respondents will enter

participant tracking data into DFSS's data management system and complete other program reports as requested.

e. Participation in a Randomized Controlled Trial Evaluation

The OSC+ program was created to be an experimental program, developed in collaboration with university researchers to help public and private funders understand what program models work, for what kinds of youth, in what kinds of contexts. The first OSC+ program, implemented in 2012, was designed for rigorous evaluation using random assignment (lottery) of applicants to create a treatment group that received the program, and a control group that did not receive the program. The results of the study, recently published in the prestigious scientific journal *Science*, showed that OSC+ youth from the 2012 cohort had 43% fewer violent crime arrests than youth who did not participate in the program—even 16 months after the program ended. These results have already led to increased funding for the program (Mayor Emanuel recently announced a doubling of the program from 1,000 to 2,000 youth in 2015) and to numerous cities across the U.S. seeking to replicate the program.

In 2015, OSC+ will again be rigorously evaluated by the University of Chicago Crime Lab and the University of Pennsylvania. All OSC+ provider agencies must participate in the evaluation and follow the guidelines of the evaluation with respect to the youth allowed to participate in the program and the way the program is implemented. The selection of youth for the OSC+ program is determined by strict evaluation protocols that are required to ensure that accurate and predictive results are attained. The youth selection process will be managed by the university researchers and DFSS, but all OSC+ provider agencies will be required to adhere to the youth participant selections and not enroll any other youth into the OSC+ program. Furthermore, OSC+ providers may be asked to provide two variations of the OSC+ model as part of the study. Selected providers will be given an orientation and supported in participating in the study.

f. Monitoring Student Performance

In addition to the submission of weekly reports through DFSS's Cityspan reporting system, Respondents must create and maintain a report for each youth participant, which contains a detailed written summary of (i) each individual meeting between the youth participant and the mentor or other member of the Respondent's staff, including the day, time, and location of each meeting, (ii) the progress the student is making toward his/her identified goals. This information will be recorded in a youth's individual case file, and (iii) a detailed written summary of the entire Participant's progress in the CLF component (as warranted).

2. Performance Goals

Respondents are required to achieve the following performance goals:

- 100% of youth are placed at worksites by the Respondent
- 95% of youth complete the subsidized work experience.
- 95% of youth enrolled will attend 30 hours of CLF workshops.
- 100% of the enrolled youth will complete the financial literacy component.
- 100% of all eligible youth will be made aware of credit recovery activities.

- 90% of youth enrolled in the program will complete the program with attendance rates greater than 80%.
- 95% of youth will have an employability assessment completed by their employer at the end of the program.
- 95% of all youth participants will have an HAQ completed and Education or Employment Plan developed.
- 100% of all OSC+ mentors will attend CLF mentor training during the two week period prior to the program's June 29 start date.
- 100% of youth who complete the program will be referred to a year-round education and/or employment pathway.
- Data management system records will accurately reflect student enrollment, activities and attendance.
- Fidelity metrics to track the quality of implementation of the CLF evidence-based curricula or practice; tool to be approved in advance of program implementation by DFSS.

Respondents must comply with the data tracking and reporting requirements for the evaluation as requested by the City of Chicago, DFSS and/or The Crime Lab. Successful Respondents will be expected to have all attendance and enrollment information entered on a weekly basis. Agencies that do update enrollment and attendance weekly will not be able to submit vouchers for reimbursement until the data are entered in the data management system.

D. Greencorps Youth Program

The following program elements apply to the Greencorps Youth Program.

Administered through a partnership between the Department of Family and Support Services and the Chicago Department of Transportation (CDOT), the Greencorps Chicago Youth Program (GCYP) provides an intensive six-week summer youth project-based work experience program designed to provide 900 youth with experience in two primary educational modules focusing on horticulture (careers in landscaping, urban agriculture/nutrition, tree care, ecological restoration, green infrastructure) and bikes (safety, assembly & repair, biking opportunities). Youth also will receive education in energy efficiency. Upon successful completion of the summer program, the model may include an extension of the workforce and educational programming for a minimum of 120 youth throughout the academic year to continue to build knowledge and skills in green industry areas. This model is open to youth in specified high schools based on community and school risk factors.

Respondents will coordinate with GCYP/CDOT and DFSS for the duration of the program. GCYP/CDOT will provide the instructors, curriculum, and materials for the summer program. GCYP providers/respondents will be responsible for orienting and managing youth participants, hiring mentors to partner with the instructors to facilitate youth participation in the program, supporting the implementation of the program, and working with GCYP/CDOT and DFSS to identify locations for community-based horticulture

projects. Successful Respondents will be responsible for a minimum of 40 students (1 site) and a maximum of 120 students (3 sites). Respondents must identify how many youth they intend to serve. To accommodate those students participating in summer school, programs must be designed to offer morning and afternoon sessions for youth. Respondents must serve a minimum of 20 youth per site per session.

Contingent upon funding, some youth who successfully complete the GCYP summer program will be invited to continue their involvement in a special Greencorps Youth Extension program throughout the academic year. In collaboration with GCYP, successful Respondents will develop and coordinate workplace and educational experiences for a minimum of 20 enrolled youth for 10 hours a week for forty-five weeks. Recruited worksites will provide youth with a safe, well-defined experience that allows them to gain valuable skills related to horticultural, bikes, and other green industries. Respondents should describe the types of hands on experiences and educational programming they would provide for youth over the 45 weeks. GCYP will provide ongoing instructional support for the programs in collaboration with the Respondents.

GCYP Respondents must provide the following services:

- Collaborate with GCYP/CDOT to implement project-based experiences in urban agriculture/horticulture and bikes for enrolled youth
- Recruit students from identified high schools to participate in the program
- Provide educational and enrichment experiences for youth
- Hire, train and supervise qualified mentors who will work with youth participants
- Promote and coordinate any additional support services needed to ensure that youth complete the program
- Support the completion by the youth of the financial literacy program
- Enter data into DFSS data management system
- Complete youth assessment tools
- Track and report daily attendance
- Contingent upon funding, develop and implement a 45-week academic year work experience in green industries in collaboration with instructors from GCYP/CDOT.

1. Key Program Elements

In addition to program elements described in the Common Program Elements section, Respondents interested in the Greencorps Youth Program will be held responsible for the following:

a. Youth Application Selection Process

Youth will be recruited for participation from specific high schools and communities throughout Chicago. Successful Respondents will be responsible for collaborating with DFSS and GCYP/CDOT to recruit students in the selected schools to participate in the program and to ensure that students comply with eligibility requirements. The criteria for inclusion in the project will be provided to the Respondent prior to beginning recruitment of youth.

b. Orientation for Youth

Respondents will provide youth with information on program requirements and expectations through an orientation and in writing to each enrolled participant.

c. Project-Based Work Experience and Monitoring

Project-based experiences include 8 hours of education and 12 hours of practical application of the skills in project-based settings. Respondents will coordinate with GCYP/CDOT to provide classroom instruction on horticulture, bikes, and weatherization for a minimum of 8 hours per week. During the summer program, students and mentors will participate in all curriculum experiences based on a schedule designed by GCYP/CDOT.

Pending funding for the school-year extension, Respondents will be responsible for collaborating with develop meaningful green industry experiences. GCYP/CDOT will provide instructors throughout the program to support knowledge and skill development of youth.

d. Mentors

Respondents must hire mentors. The ratio for mentors to youth is 1:10. Mentors will be hired and trained ahead of the students in the core and supportive curricula. Mentors will begin work two weeks before the youth begin the program to participate in these mandatory trainings. Mentors will be expected to support the instructors in the implementation of the curriculum with the students and support the delivery of projects in the field that are of a high quality and in a safe environment. Mentors will guide youth toward: success and advancement during the program, completion of the program and building lifetime skills towards education and career success. Mentors will assist in the successful completion of all field-based projects. Mentors will be hired to work 25 hours per week with a cohort of youth.

As part of the year-long extension and contingent upon funding, mentors (1:10 ratio) will be retained by the respondent to continue to support youth involvement in the program for 12 hours per week. Services and activities of the mentor include but are not limited to:

- Communicate and administer the program policies and procedures to students including tracking daily attendance and participation,
- Coordinate with instructors to support instruction,
- Identify and provide necessary support to youth to stay positive and focused,
- Lead activities such as soft skills trainings on personal and professional development,
- Lead discussions on employment opportunities related to the training and the education needed to enter fields involved in training,
- Assist trainers with all education and curriculum activities,
- Provide technical assistance for completion of projects with support from instructors,
- Willing and interested in outdoor work, and engaging in physical labor and bicycling,

- Able to maintain a positive attitude working in a high intensity environment,
- Act as constructive role models for the youth throughout the program.

2. Performance Goals

GCYP providers must ensure:

- 100% of youth placed in available Greencorps Youth Program slots.
- 95% of enrolled youth will successfully complete the total planned program of 120 hours.
- 95% of enrolled youth will complete the financial literacy curriculum.
- 100% of youth will demonstrate increased knowledge of horticulture, bikes, and energy efficiency and employment related to green industries.
- 100% of mentors and instructors will complete the HAQ with all youth and provide feedback to youth about their performance.
- 100% of youth identified for the 45-week extension program will complete the total planned program.

Section IV. Evaluation and Selection Procedures

A. Evaluation Process

Each proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. DFSS reserves the right to consult with other city departments during the evaluation process. Successful Respondent must be ready to proceed with the proposed program within a reasonable period of time upon contracting.

Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection. The Commissioner upon review of recommended agency (ies) may reject, deny or recommend agencies that have applied for grants based on previous performance and/or area need.

The Department of Family and Support Services (DFSS) reserves the right to ensure that all mandated services are available citywide, and provided in a linguistically and culturally appropriate manner.

B. General Selection Criteria

The Proposals will be evaluated on the Respondent's ability as defined in this RFP. The following criteria will be used in evaluating all proposals:

20	Agency Experience Respondent's programmatic and administrative capacity for operating and managing the proposed program. Prior performance will be evaluated based on the Respondent's narrative response. <i>For current DFSS contractors, programs' prior performance as demonstrated by DFSS quarterly and monitoring reports will be reviewed additionally.</i>
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	<p>Respondent's prior experience:</p> <ul style="list-style-type: none"> • Managing programs of a similar size and scope. • Working with at-risk youth and/or youth involved in the juvenile justice system. • Operating a summer employment program. • Respondent's ability to provide supportive services.
5	<p>Staffing</p> <p>Respondent's demonstration of:</p> <ul style="list-style-type: none"> • Staffing patterns necessary to operate the program in accordance with the program model's design and outcomes. • An adequate plan for staff supervision. • Staff with relevant experience, education and training to operate the proposed program as evidenced by the narrative, attached job descriptions, and resumes.
5	<p>Mentoring/Coaching</p> <p>Respondent's demonstration of:</p> <ul style="list-style-type: none"> • A plan to recruit, screen and hire mentors/coaches who are culturally competent and have relevant experience. • A mentor or coach job description(s). • How mentors/coaches will be supervised
3	<p>Financial Literacy</p> <p>Quality of Respondent's plan to implement the required online financial literacy curriculum for the proposed program.</p>
25	<p>Program</p> <p>Proposals will be evaluated on the expertise and ability of the agency to address the required key elements of the proposed program model and fulfill the required program outcomes including the following:</p> <ul style="list-style-type: none"> • Instructional activities • Job Readiness training • Program specific criteria • Matching youth to appropriate worksites. • Youth recruitment • Job identification • Job assignment process • Youth supervision <p>OSC+ Specific evaluation criteria</p> <ul style="list-style-type: none"> • Engaging high-risk youth • Employing and mentoring high-risk youth • Mentoring • Experience working within the juvenile justice community <p>Green Corp Specific evaluation criteria</p> <ul style="list-style-type: none"> • Working with off-track youth • Experience working with CPS • Recruitment and retention plan

	<ul style="list-style-type: none"> • Experience with “green” initiatives • Project-based learning experience
20	<p>Fiscal Capacity</p> <p>Respondents will demonstrate the resources, expertise and internal organization to assume and meet all fiscal (and related administrative) requirements including:</p> <ul style="list-style-type: none"> • Record keeping, • Accounting procedures • A fiscal system of oversight. • Overall fiscal soundness, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the most recent program year. <i>All Respondents must be current on all prior financial or contractual obligations with the City. All Respondents must be able to prove that there are no outstanding liens or taxes owed to City, State or IRS.</i> <p><i>Current DFSS providers: DFSS will consider all DFSS program and fiscal monitoring reports, as well as expenditure reports indicating agency’s ability to expend funds in a timely manner.</i></p> <p>Respondent’s will be evaluated on their prior experience(s) contracting with the City of Chicago and/or other government or private agencies to administer programs of similar size and complexity to the one they are proposing.</p> <p>Respondent’s requesting to administer youth payroll will provide;</p> <ul style="list-style-type: none"> • Demonstration of their unique capacity. • Prior experience providing this service to a DFSS-funded summer youth employment program. • Proof of a line of credit or operating reserve large enough to cover one month of the anticipating proposed payroll OR documentation of having met payroll obligations for the past 12 months. <p><i>For Respondents proposing managing their own payrolls, attention will be paid to their fiscal capacity to do so successfully.</i></p> <p>Respondent’s evidence of prior experience with performance based reporting and their success. <i>For current DFSS providers, DFSS will consider all DFSS programming reports.</i></p>
2	<p>References</p> <p>Respondent’s will provide evidence and a demonstration of the quality of:</p> <ul style="list-style-type: none"> • The financial, physical, and human resources leveraged in the community. • Any mentioned collaborations or partnerships with other public and private agencies related to the program’s design and objectives.

20	<p>Budget</p> <p>Respondents will be evaluated on the following criteria:</p> <ul style="list-style-type: none"> • The accuracy and alignment of the budget to the proposed program • The level of match • Proof of adequate funding to support the proposed program.
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DFSS reserves the right to seek clarification of information submitted in response to this Application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary.

Selections will not be final until the City and the Respondent have fully negotiated and executed a contract. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a fully executed contract.

Section V. Legal and Submittal Requirements

A. City of Chicago Economic Disclosure Statement (EDS)

Respondents are required to execute the Economic Disclosure Statement annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process. More information about the on-line EDS system can be found at:

<https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>

B. Disclosure of Litigation and Economic Issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

1. A debtor in bankruptcy; or
2. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
3. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
4. A defendant in any criminal action; or
5. A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
6. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
7. A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Evelyn Diaz. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant Agreement Obligations

By entering into this grant agreement with the City, the Respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding Authority

These initiatives are administered by the Department of Family and Support Services through funding received from the City of Chicago, charitable foundations, corporations, and potentially other units of government. Consequently, all guidelines and requirements of the City of Chicago and other funders must be met. Successful Respondents will be required to comply with all laws, regulations, policies and procedures imposed by funding sources. Additionally, all successful Respondents must comply with the Single Audit Act if applicable.

E. Insurance Requirements

Funded Respondents will provide and maintain, at their expense, the insurance coverage and requirements specified by the City of Chicago in the "Insurance Requirements and Insurance Certificate". The Insurance Certificate of Coverage is only required for those Respondents who are selected for a grant agreement award at which time more information will be given.

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. False Statements

1. 1-21-010 False Statements.

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or

economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

2. 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

3. 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

H. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Successful Respondents shall establish procedures and policies to promote a Drug-free Workplace. The successful respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The successful respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "Municipal Code") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

6. If selected for grant award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

7. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

8. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.